

C3 Church Lane Cove Conference Room Hire



Thank you for considering C3 Church Lane Cove to assist in your next function. Our aim is to make sure your every requirement is met ensuring your function runs smoothly, and therefore enabling you to focus your full attention on your guests and event.

To make an enquiry please call (02) 94189211 and ask to speak to the property manager, or by email: info@c3lanecove.com.au, marked 'to the property manager'

Features		Price (ex GST)
Seating Capacity	Up to 80ppl (approx. 120m ²)	\$49/hr (no partial hours) \$220 full day hire (till 6pm unless negotiated otherwise)
Equipment included	Trestle tables, seats, refrigerator, urn, kitchenette facilities (inc use of dishwasher, basic plates/mugs/cutlery, microwave, oven), air-conditioning, white-board	included
Additional equipment for hire	Data projector, P.A. equipment (inc microphones)	included

Please find the attached 'Booking Form' and 'Conditions of Use' documents. If you wish to make a booking, please fill in the booking form and submit it to the property manager as soon as possible.

Regards,

Joel Reid

C3 Church Lane Cove Property Manager

Booking Form

<p>Booking Details</p>	<p>Date(s) of Booking(s):</p> <p>Start time:..... Finish:</p> <p style="text-align: center;">clean-up and set-up times must be included in your booking times</p> <p>Type of Function: No of People Attending:</p>
<p>Applicant's Details (The Hirer)</p>	<p>Contact Name:</p> <p>Name of Organisation (if applicable):.....</p> <p>Address:</p> <p>Suburb: Postcode:</p> <p>Telephone: (W) (M)</p>
<p>Insurance/ Indemnity Conditions of Hire</p>	<p>Incorporated bodies and companies are required to have public liability insurance for AU\$10 million. Bookings will not be accepted without evidence of public liability insurance cover to the value of AU\$10 million.</p> <p>It is the best interest of individuals and un-incorporated bodies to obtain insurance cover in respect of the activity proposed to be carried out on the Council's premises. If you do not have access to insurance cover then you should seek advice regarding the indemnity you are giving in favour of C3 Church Lane Cove before proceeding with your application to hire its premises.</p> <p>Indemnity I acknowledge that I have read and understood this form and C3 Church Lane Cove’s “Conditions of Use”, a copy of which has been supplied to me, and agree to be bound by them.</p> <p>I agree to indemnify and keep indemnified the C3 Church Lane Cove from and against all actions, claims and demands of every kind resulting from any personal injury, loss or damage to property occurring during the course of the subject event and I acknowledge that C3 Church Lane Cove shall be under no responsibility or liability for any personal injury or damage to property occurring during the course of the hiring to the extent the loss arises out of my negligence and for which I am legal Liable.</p> <p>I further acknowledge that in accordance with the “Community Facility Conditions of Hire” that if the fees are not paid IN FULL one month prior to the holding of the function, the booking will lapse and the deposit will be forfeited.</p> <p>Applicant's Signature: Date:</p>
<p>Your Privacy</p>	<p>The supply of personal information on this form is voluntary, although failure to supply the information may result in delays or rejection. The details provided are not publicly available. At anytime you have access to view or correct any information you have supplied.</p>
<p>C3 Church Lane Cove Details</p>	<p>C3 Church Lane Cove Level 2, 102 Longueville Rd, Lane Cove, 2066 Ph. 94189211, e. info@c3lanecove.com.au</p>

Conditions of Use

Introduction	Subject to the following C3 Church Lane Cove grants to the Hirer the right to hire and use the facility for the purpose indicated on the date or dates and at the times shown.
Period of Hire	The facility is available from the stated commencing time of hire. Hirers must allow time for set up and cleaning in the application to hire form. Where the facility is used beyond the period of hire the hirer will be charged for the additional use. All functions are to cease and the facility vacated by 12am.
Inspection	It is the responsibility of the hirer to inspect the facility prior to the function to ensure that it meets the hirer's requirements and that all furniture and equipment provided is appropriate for the intended use and is in good order.
No Barbecuing	Barbecuing is not permitted on or in stoves provided in kitchens or by portable or other equipment on the premises.
Tables must be Covered	Tables provided by C3 Church Lane Cove for the purposes of serving or handling food or refreshments must be covered with suitable tablecloths or other coverings by the hirer to prevent damage.
Restricted Articles	Confetti, chewing gum, fireworks, candles or any other articles deemed objectionable by a C3 Church Lane Cove employee are prohibited. Smoking is prohibited.
Decorations	Floors, walls or any part of the building shall not be broken or pierced by nails, screws etc. nor shall any appliance, fitting or fixture be interfered with in any way. Adhesives, such as sticky tape and blue tac are not to be used on any surface.
Exits	All exits are to be clear and useable without hindrance.
Cleanliness	The facility must be left in a clean condition by the hirer. All tables must be cleared of their coverings and any rubbish must be deposited in the bins provided. Caterers using the kitchen facilities must leave them in a thoroughly clean condition. All cutlery and cups, plates, etc used must be put in the dishwasher and the dishwasher set to run before leaving the premises (Hirers are not required to empty the dishwasher)
Capacities	Hirers must observe the maximum capacities of patrons at functions.
Maintenance and Preservation	The hirer is responsible for the maintenance and preservation of good order during the period of hire. Where the hirer conducts a public dance or concert or similar activity the hirer must provide at least two licensed attendants capable of maintaining good order at the function. Private attendants engaged by the hirer shall be strictly confined to the duties connected with their engagement and such attendants are absolutely prohibited from entering and searching the premises for lost property left behind after the engagement.
Observance of Laws	The hirer must strictly observe all laws, rules, regulations and ordinances. It is the hirer's responsibility to ascertain which laws, rules, regulations or ordinances may be applicable to the function.
Sublet	The hirer must not sublet the facility.
Alcoholic Drinks	Selling of alcoholic drinks must be licensed. Alcoholic drinks may not be sold within the facility unless all necessary licensing requirements have been complied with. When alcohol is sold, a licensed security guard must be present. Alcoholic drinks may be served with meals. Under no circumstances shall alcohol be brought into

	the facility in kegs or similar bulk containers. Please contact the Licensing Court of NSW on 02 9995 0894 at least twenty eight (28) days prior to the event.
Notification of Accident or Injury	Should there be an accident or injury arising through the hirer's use, the hirer must inform C3 Church Lane Cove in writing within seven (7) days of the incident.
Right to Refuse Application	C3 Church Lane Cove reserves the right to refuse an application for hire of a facility or to cancel any reservation already made and to refund the fees and charges paid and C3 Church Lane Cove shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.
Charges may Vary	C3 Church Lane Cove reserves the right to revise the fees, charges and bond payable from time to time as may be found necessary.
No Responsibility	C3 Church Lane Cove shall not be responsible for any loss of or damage to any property whatsoever belonging to the hirer or any person attending the function.
Unacceptable Behaviour	The hirer undertakes that in connection with the use of the Facility, he/ she will not permit anything to be done which is disorderly or offensive.
Regulations	All bookings are accepted conditionally upon compliance by the hirer with the requirements of the Theatres and Public Halls Act and Regulations there under, the Entertainments Tax Act and Regulations there under or any relevant Act or Regulations.
Power & Lights	The lights, power and all other apparatus must only be used within its operating limits. Any use beyond the operating limits and the installation and operation of any auxiliary apparatus is the responsibility of the hirer.
Fittings & Fixtures	Any furniture or other contents removed from its original position must be returned by the hirer.
Erecting of Signage	The hirer or promoter shall not erect any sign or notice in the nature of an advertisement, anywhere within the Municipality, without Council's written permission.